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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Friday, 5 September 1958

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/TSD - Voting Member
AC/OD - Voting Member
C/SD - Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 27 August 1958 were approved by the Members without comment.

2. Report of Competitive Evaluation Panel

The Executive Secretary presented the attached report from the Competitive Evaluation Panel ranking the medical-technician personnel in Grade GS-7. This evaluation was accepted as presented by the Board Members.

3. Promotions

25X1A9a a. [REDACTED], GS-6, Medical Technician. The Executive Secretary reminded the Members that, at the Meeting of 31 July 1958, 25X1A9a the promotion of [REDACTED] to GS-7 was approved by the Board subject to the concurrence of Subject's current field station. A cable endorsing this action has been received and the Executive Secretary recommended the Board again approve the promotion of [REDACTED] to GS-7; the Members concurred.

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25X1A9a b. [REDACTED], GS-7, Medical Technician. At the Career Service Board Meeting of 13 August 1958, a request for promotion of Mr. [REDACTED] to GS-8 was considered and deferred pending the results of a competitive evaluation of GS-7 medical-technician personnel. Since the Competitive Evaluation Panel rated [REDACTED] as No. 1, the 25X1A9a Executive Secretary recommended his promotion to GS-8 be approved, together with a request for waiver of time-in-grade requirements in this case. The Members concurred in this recommendation.

4. Request for Reassignment

25X1A9a [REDACTED] GS-12, Intelligence Officer (Medical Sciences). The Executive Secretary stated that TSS has been advised [REDACTED]

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ORIG CLM		APPROVED FOR RELEASE	2001/03/30	AUTH:	HR 10-2
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will be released from the Medical Staff for assignment to that Staff on or about 1 October 1958.

5. Assignment

Intelligence Officer (Medical Sciences), GS-12/13, Medicine Division, Office of Scientific Intelligence. The Executive Secretary announced this vacancy had been advertised to Medical Staff employees and five individuals had requested consideration for the assignment, as follows:

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[REDACTED]
8, Medical Technician
Medical Service Officer
Medical Technician
Physical Requirements Officer
11, Medical Service Officer

The Executive Secretary stated further that none of these individuals possess the technical qualifications for the position; however, Dr. [REDACTED] has indicated that, since liaison is a very important factor, he would be willing to compromise some of the technical training in favor of someone who is able to conduct liaison both within and outside the Agency. The Executive Secretary recommended M [REDACTED] be assigned to this position; the majority of the Members concurred. C/MS asked that [REDACTED] be informed of this decision and of the Board's hope that an opportunity will be afforded [REDACTED] to improve his academic qualifications, either on his own time or during duty hours, and with Agency sponsorship. The question of Agency training which has been planned for [REDACTED] which is to begin on 8 September will also be discussed.

6. Review of Fitness Reports

The receipt of Fitness Reports on the following personnel was noted:

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[REDACTED]
S-11, Personnel Officer
GS-7, Medical Technician

7. Review of Field Reassignment Questionnaire

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The Executive Secretary briefly reviewed the Field Reassignment Questionnaire submitted by [REDACTED], GS-13, Medical Officer, who is due to return to Headquarters from his assignment at [REDACTED] in May 25X1A6a.

8. Miscellaneous

a. A Medical Staff Notice was briefly reviewed which was dated [REDACTED]

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b. The Executive Secretary reviewed a commendation from the Comptroller on behalf of services provided by [REDACTED] while 25X1A9a assigned to the Health Room in Alcott Hall.

Attachment:
(w/orig only)

MS/mam

Distribution:

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